



# Houghton Conquest Lower School & Pre-School

## **Pupil Discipline & Exclusion Policy**

In accordance with the requirements of the Education Act 2002, all maintained schools must have policies on pupil discipline and exclusion, which must be made available to all parents/carers and prospective parents/carers.

### **General**

In approving this policy, the Governing Body has consulted the Headteacher, staff, parents and pupils at the school. It will be reviewed annually or earlier if necessary.

It is the Governors' requirement that the school's policies reflect the highest moral standards. The Governors will not tolerate bullying or any other anti-social behaviour but do, however, acknowledge that some problems are likely to have underlying causes, which the school will take account of, and do its best to counter.

### **RESPONSIBILITIES**

#### **The Headteacher**

The Headteacher has the day-to-day responsibility for maintaining discipline in the school, which will include making rules and provision for enforcing them.

The Headteacher is expected to:

- promote self-discipline and proper regard for authority among pupils
- encourage good behaviour and respect for others, and to prevent all forms of bullying amongst pupils
- secure that the standard of behaviour is acceptable
- otherwise regulate the conduct of pupils

#### **All Staff**

All staff are expected to encourage good behaviour and respect for others in pupils, and to apply all rewards and sanctions fairly and consistently. Our well planned, interesting and demanding lessons make a major contribution to good discipline.

### **EXCLUSIONS**

The Education Act 2002 (c. 32, Part 3, Chapter 3, Exclusion of pupils, Section 52, point 1) specifically states that the Headteacher of a maintained school may exclude pupils from the school for one or more fixed periods or permanently.

Exclusions will only be pursued as a last resort and the Headteacher will usually have secured the involvement of specialist support services, e.g. the Educational Welfare Officer (EWO), Educational Psychologist and the School Support Officer, unless the incident triggering the exclusion process is deemed to be of such major significance that this has not occurred.

Any exclusion will have been preceded by informal discussions between the Headteacher and the Local Authority. Local Authority guidelines and procedures will be adhered to.

## **Fixed Term Exclusions**

For serious, but relatively minor breaches of the school's behaviour/discipline policies, pupils can be excluded for one or more fixed-term periods not exceeding 45 school days in any one school year.

## **Appeals**

Parents are entitled to appeal to the Governing Body against any fixed term exclusion. A letter stating the intention to appeal should be sent to the Clerk to the Governing Body at the school. A hearing will be set up as quickly as possible, usually within 15 school days of receipt of the letter.

The Governing Body will identify a Pupil Discipline Committee of three Governors who will hear appeals from parents/carers regarding fixed term exclusions and consider whether or not to remove the fixed term exclusion from the pupil's record.

## **The governors' decision is final.**

## **Permanent Exclusions**

The decision to exclude a pupil permanently will only be taken as a last resort, when a wide range of strategies for dealing with disciplinary offences has been employed to no avail or if an exceptional 'one-off' offence has been committed, e.g.:

- serious violence, actual or threatened, against a pupil or member of staff
- sexual abuse or assault
- supplying an illegal drug
- carrying an offensive weapon

The Governing Body's Pupil Discipline Committee will meet within 15 days of the date of a permanent exclusion to consider the exclusion and will invite the parent/carer to make representation at the meeting. After having been presented with the evidence for the exclusion and having heard the representation of the parent/carer, the Governing Body will decide whether or not to reinstate the pupil who has been permanently excluded.

## **The governors' decision is final.**

## **Alternatives**

Before resorting to any exclusion, the school will normally try alternative solutions:

For example:

- a restorative justice process – whereby the harm caused to the 'victim' can be redressed
- internal exclusion (removal from class, but not the site)
- managed move

## **Review of Policy**

This policy will be reviewed annually by the Headteacher and Governing Body.